

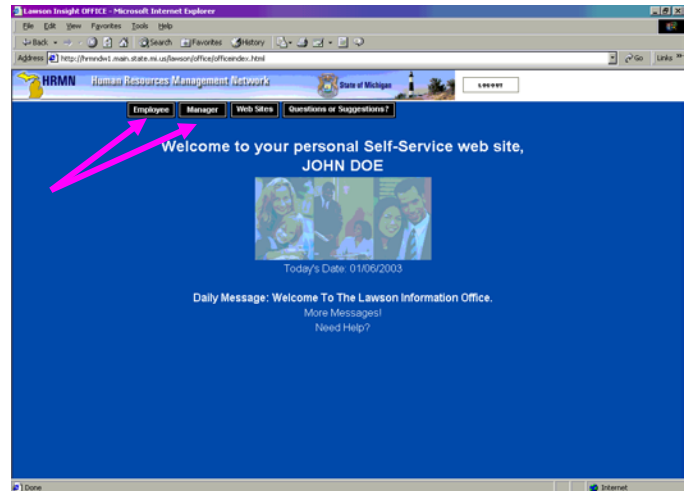
Printing Performance Plans or Reviews For Internet Explorer version 5.5, Service Pack 2

The job aid is to provide step-by-step instructions on how to print performance plans and reviews for those employees/managers who are using Internet Explorer version 5.5, Service Pack 2. These instructions are not required for users using Internet Explorer version 6.0, Service Pack 1.

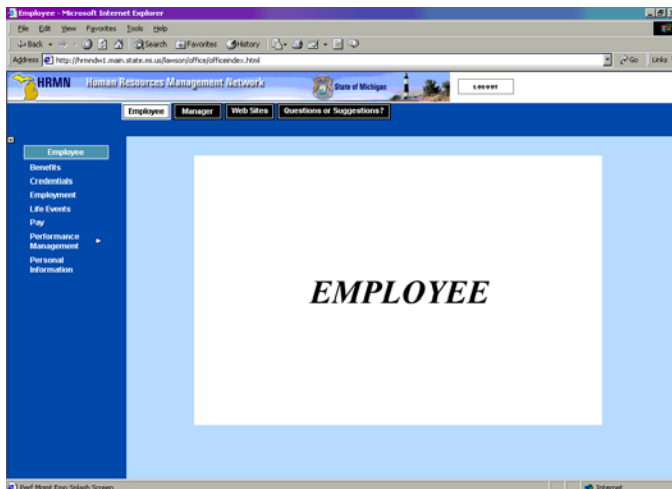
1. Go to www.michigan.gov/selfserv and log into your Self Service account.

2. At your Self Service welcome screen, click the **Employee** button.

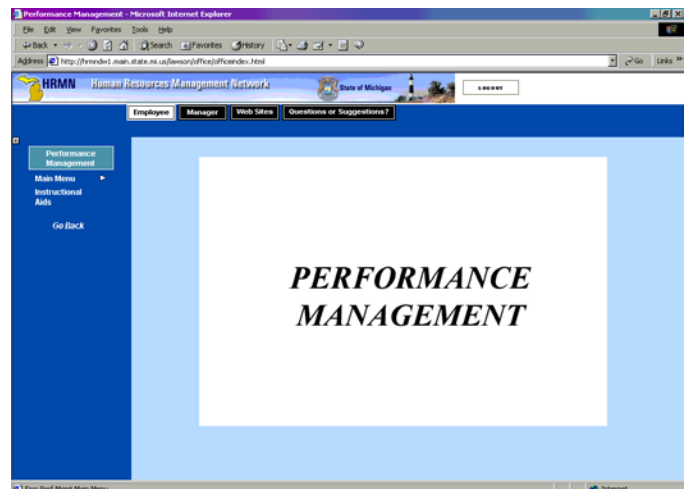
If you are a manager, and you wish to print out a direct report's plan or review, from your welcome screen click the **Manager** button.



3. Next, click **Performance Management** from your left menu bar.



4. To open the on-line Performance Management system, click **Main Menu**.



- The print option is available on each of the main menus: Plan Menu, Review Menu, and Historical Menu.

PERFORMANCE MANAGEMENT - Employee - Microsoft Internet Explorer

PERFORMANCE MANAGEMENT MAIN MENU FOR JOHN DOE

SELECT FROM THE CHOICES BELOW

Create/Update an Uncertified Plan

Update a Review
Certify/Finalize a Review
Add Progress Review Notes

View Historical Reviews

EXIT

Uncertified plans are found under the **Create/Update an Uncertified Plan** button.

Certified Plans and Uncertified Reviews are found under the **Update a Review** button.

Certified Performance Reviews are found under the **View Historical Reviews** button.

- For this example, we'll print a completed review from the Historical Menu.

- Click the **Print** button to the left of the rating period.

PERFORMANCE MANAGEMENT - Employee - Microsoft Internet Explorer

HISTORICAL MENU

Employee: JOHN DOE
Process Level: Civ Serv Central Office
Position Desc: WORD PROCESSING ASSISTANT-E

Print Select Rating Period: 04/01/2002 - 06/30/2002 (PROB-06)

Competencies

Objectives / Factors

Progress Review / Comments

Review Type: PROB-06 Overall Rating: ME - Meets Expectations

CERTIFICATION:	Employee	Supervisor	Access Override	Refusal Override	Appointing Authority
Plan	01/17/2003	01/17/2003			
Review	01/17/2003	01/17/2003			

Back to Main Menu

PERFORMANCE MANAGEMENT - Microsoft Internet Explorer

State of Michigan
State of Michigan
Department of Civil Services
Bureau of Human Resources Services
P.O. Box 30002, Lansing, MI 48909
GROUP ONE EMPLOYEES

PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM FOR PROBATIONARY RATING

Back
Forward
Save Background As...
Set as Background
Copy Background
Set as Desktop Item...
Select All
Paste
Create Shortcut
Add to Favorites...
View Source
Encoding
Print
Refresh
Export to Microsoft Excel
Properties

Information and instructions for conducting a Probationary Rating are found in Civil Service Regulation 4.05, available from all human resources offices.

Employee: 133142 - DOE, JOHN A.
Supervisor: 135000 - SHATTUCK, DEMIR
Rating Period: 10/20/2002 - 01/19/2003

PLAN FOR PERFORMANCE

I certify that I have reviewed the performance factors and competencies identified on this form and received a copy.

Certified Online on: 01/21/2003
By: 133142 - DOE, JOHN A.

Employee's Signature and Date

I certify the employee has refused to complete the plan.

I certify that the employee does not have the performance management electronic form and understand that the employee must sign a printed form.

Supervisor's Signature and Date

RATING TYPE: 3-mo Probation

PERFORMANCE

I certify that I have had the opportunity to review the performance factors and competencies identified on this form and understand that I have the skills to evaluate the performance of this employee.

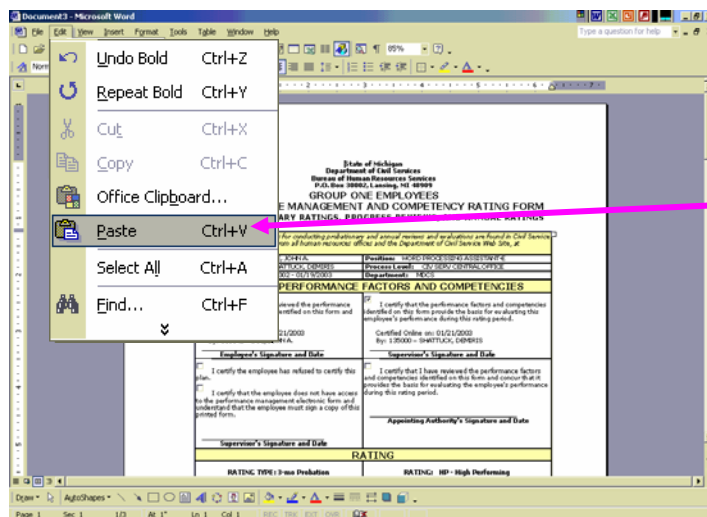
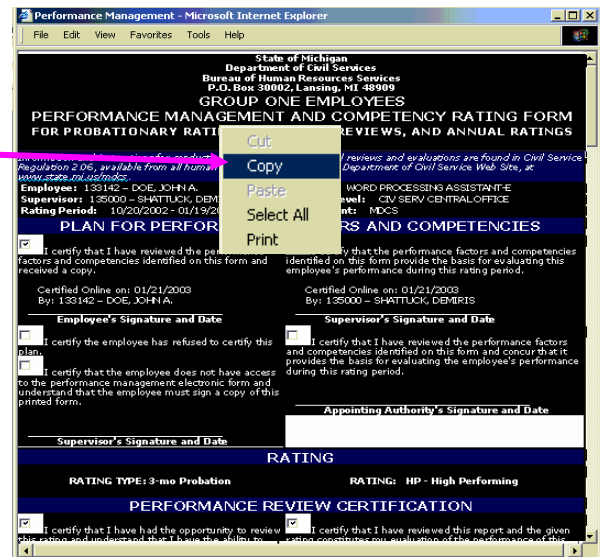
I certify that I have reviewed this report and the given rating constitutes my evaluation of the performance of this employee.

- The performance review appears in print preview format.

- Using your mouse, right-click on the screen and select the option **Select All** from the drop-down menu.

10. This will highlight everything on the screen. Using your mouse again, right-click on the screen and select **Copy** from the drop-down menu.

This will place the information on your “virtual clipboard.” You will not see any changes to your screen.



11. Next, open Microsoft Word to a new document (a blank document.)

12. From the menu bar, click **Edit** then **Paste** from the drop-down menu. Your performance plan or review will appear on your screen.

13. To print, click **File** then **Print** from the drop-down menu.

